



# USAID | GUATEMALA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72052021R00001

**ISSUANCE DATE:** March 18, 2021

**CLOSING DATE/TIME:** April 6, 2021 at 3:00PM  
Local time, Guatemala City, Guatemala

**SUBJECT:** Solicitation for a Resident Hire U.S. Personal Services Contractor (PSC) -  
Safety and Security Assistant (GS-08)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID) Mission, is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contacts specified in the attached information.

Sincerely,

**Kion C. Turner**  
**Contracting Officer**

**I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 72052021R00001

**2. ISSUANCE DATE:** March 18, 2021

**3. CLOSING DATE / TIME RECEIPT OF OFFERS:** April 6, 2021

**4. POSITION TITLE:** Safety and Security Assistant

**5. FINAL COMPENSATION:** \$41,723 – \$54,242 (GS-08)

**6. PERIOD OF PERFORMANCE:** 18-month contract

Period of performance may be extended as contractor needs will ultimately be based on New Embassy Compound (NEC) completion and move-in, and potential ongoing needs following NEC transition. Based on funds availability.

**7. PLACE OF PERFORMANCE:** Executive Office USAID/Guatemala City, Guatemala

**8. SECURITY LEVEL REQUIRED:** Secret

**9. AREA OF CONSIDERATION:** U.S. Resident Hires, which includes Eligible Family Members (EFMs)

**10. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

Final compensation will be negotiated within the listed market value (AIDAR Appendix D, part 4(e)).

**II. STATEMENT OF DUTIES**

This position exists in the USAID/Guatemala Executive Office (EXO). The incumbent reports directly to the Supervisory Executive Officer, with day-to-day guidance from the Executive Management Specialist, and performs an array of functions including emergency planning and preparedness management, physical security management, security asset oversight and inventory management, and overall security coordination with relevant stakeholders. The incumbent provides support to a customer base of over 130 clients on the USAID stand-alone compound, and maintains regular coordination and interaction with security officials in both the U.S. Embassy (Regional Security Office, Local Guard Force), Washington, DC (USAID Office of Security, Department of State Diplomatic Security), as well as with local and U.S.-based vendors, as appropriate.

**Major Duties and Responsibilities of the Position:****Security and Safety Equipment Management (40%)**

The incumbent monitors and assesses security systems and makes recommendations to management (in consultation with the USAID Office of Security) to seek repair and/or purchase of new equipment to ensure that the Mission's physical and technical security equipment functions properly. This includes:

- Gaining knowledge to identify root causes of equipment failures and seeks solutions that reflect local environmental conditions (routine power outages, climate);
- Collaborates with engineers and specialists from various sections of the U.S. Embassy in Guatemala, and in Washington, in identifying problems and solutions.
- Seeks out best practices and cost-effective ways to ensure maintenance schedules and techniques to enhance operational effectiveness;
- Oversees, tests, and commissions an array of maintenance and repair services / projects on USAID/Guatemala's security equipment, including, by not limited to, the following: closed-circuit television (CCTV) equipment; walk thru metal detectors; the emergency notification system; the select tone system; the master control unit and associated amplifiers, speakers and power supplies; x-ray and explosive trace detection equipment; fire safety systems; security doors; power supplies; locking devices; base station radios; hinges; fire exit doors; residential security alarms; fence intrusion alarms; automatic gate closure systems; Anti Ram vehicle barriers; key watchers; and, all physical security features on locks for windows and doors.
- Ensures all security proposals and upgrades conform to USAID's and Department of State's Diplomatic Security technical and physical security requirements;
- As necessary, the incumbent monitors the work conducted by authorized contractors who assess, repair, and evaluate security upgrades on the USAID compound.
- Reporting any and all physical security needs with USAID headquarters, and responding to ad hoc taskers and reporting requirements related to physical security-related matters.

#### **Emergency Preparedness Management (40%)**

The incumbent will lead the Executive Office on all matters related to emergency planning and emergency preparedness, which will include the following:

- Management of USAID's emergency preparedness program, to include coordination, planning, and management of all USAID compound drills with the Regional Security Office (RSO);
- Annual revision of USAID's emergency preparedness manual;
- Upkeep and management of USAID's accountability system, to include accountability cascade, phone trees, etc;
- Providing staff with occasional emergency preparedness briefings or reminders (or coordination for others to give those briefings), which may include earthquake preparedness, weapons of mass destruction (WMD) response, etc.

#### **Inventory Management and Record Keeping (20%)**

The incumbent is responsible for documenting and reporting on all maintenance performed to USAID-owned or USAID-managed security assets. The incumbent is also responsible for managing, cataloguing, and maintaining an extensive inventory of all USAID security assets, or other emergency assets stored at the USAID Compound as part of the Alternate Command Center (ACC) posture. In doing so, the incumbent:

- Manages the USAID handheld radio program, including distribution and maintaining accurate records of active USDH and USPSC users;
- Maintains record and inventory of all USAID security equipment on the USAID compound. When new equipment is needed, serves as the Mission's point of contact with

the USAID Office of Security for the order, receipt, storage, use, and disposition of all USAID security assets;

- Manages USAID's requirements for Meals Ready-To Eat (MREs), including any and all necessary emergency preparedness inventory requirements;
- Oversees and safeguards U.S. Embassy emergency planning resources (blankets, tents, generators), and coordinates with the U.S. Embassy on their storage and/or use, as applicable.
- Maintains weekly records of maintenance schedules for security equipment and assets.
- Assesses and recommends when new parts will be needed, establishes the appropriate quantities, and ensures procurement is directed to the appropriate USAID Office of Security representative.

### III. **MINIMUM QUALIFICATIONS AND BASIC ELIGIBILITY CRITERIA**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a. **Education:** At least two years of full-time post-secondary study (or the equivalent hours spread across a part-time study period) at college or university is required. Formal training in the upkeep or management of security equipment is preferred, as is training managing an emergency preparedness program.
- b. **Prior Work Experience:** Minimum of three (3) years professional work experience in an office clerical or administrative work environment which demonstrates the ability to perform the duties of the position. Progressively responsible technical and/or physical security experience is preferred.
- c. **Language Proficiency:** Level IV (fluent) English, both spoken and written, is required. While Spanish language fluency is not a minimum requirement for the position, a level of spoken Spanish language fluency is desirable.
- d. **Job Knowledge, Skills, and Abilities:** Possess the ability to discuss technical and physical security related matters with relevant stakeholders (USAID Office of Security, Regional Security Office, etc). Ability to identify and troubleshoot physical security issues and communicate and resolve issues with relevant stakeholders. This may include monitoring physical security equipment for disruptions or maintenance needs. Ability to manage an emergency preparedness program for 140 people. Ability to use the Microsoft Office suite (Outlook, Word, Excel) and email (Google Suite). Must be in possession of a driving license and be able to drive a light vehicle truck, if required.

- e. **Security and Medical Clearances:** The ability to obtain the security level and medical clearances required for the position.

#### IV POSITION ELEMENTS

- a. **Complexity of the work environment or its potential effect on the position's responsibilities:** The incumbent will work in a multicultural team which requires high communication and strong teamwork skills. Day to day work requirements would involve day work, as well as movement around the compound including USAID warehouse.
- b. **Supervision Received:** The jobholder receives direct guidance from the Executive Office – Executive Management Specialist
- c. **Supervision Exercised:** Continuing supervision of other Mission staff is not contemplated.
- d. **Available Guidelines:** USAID and USG security regulations, manuals, 12 FAH-5, Diplomatic Security Standards.
- e. **Exercise of Judgment:** The jobholder must exercise judgment in juggling competing demands and in prioritizing conflicting urgent requests. Also, judgment is used in working with local contractors under late or unusual circumstances.
- f. **Authority to Make Commitments:** The jobholder does not have the authority to commit the USG to the expenditure of funds.
- g. **Nature, Level, and Purpose of Contacts:** The jobholder develops and maintains close communication with the USAID Office of Security in Washington, DC. The jobholder also develops and maintains working-level contacts with various sections of the U.S. Embassy in Guatemala, most importantly the Regional Security Office and local guard force (LGF) elements. The jobholder will also maintain extensive contact with external contractors, as appropriate.
- h. **Time Expected to Reach Full Performance Level:** Six months

#### V EVALUATION CRITERIA

Applicants must submit a one-page summary statement, in English, that highlights how their education and experience have prepared them to meet the specific challenges of the duties and responsibilities outlined above, resume/CV, along with a USPSC Application Form, AID 309-2 (Offeror Information for Personal Services Contracts with Individuals), which can be found at the following website, <https://www.usaid.gov/forms/>. To the extent possible, the application should explicitly address the selection criteria listed below.

Education:	Weighted 10% based on application review;
English Language Skills:	Weighted 20% based on application review and interview;
Prior Work Experience:	Weighted 20% based on application review and interview;
Knowledge:	Weighted 20% based on application review and interview; and
Skills and Abilities:	Weighted 30% based on application review and interview

### **How the Selection will be made:**

The successful candidate will be selected based upon the following:

1. preliminary review and screening of the applicant's submitted package (which includes the one page summary statement and CV) to establish that minimum educational, work experience, and English writing fluency requirements are met;
  2. a personal interview, to include a case study, conducted virtually (Google Meets); and
  3. reference checks
- USAID/Guatemala's Procurement Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
  - The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be interviewed. Qualified applicants will be contacted for interviews.
  - Following the interview (Step 2) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document reference checks (Step 3) prior to advising the TEC of the results of these checks. Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package. References will only be solicited for those interviewed applicants who are being considered for ranking.
  - Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a selection memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.
  - As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/Guatemala.

### **Applicability:**

This position is open to all U.S. permanent resident permit holders who are eligible to work in Guatemala. As defined by the AIDAR, a "U.S. Resident Hire Personal Services Contractor ("PSC") means a U.S. citizen who, at the time of hiring as a PSC, resides in the Cooperating Country". This includes all Eligible Family Members (EFMs) within the U.S. Embassy community. USAID/Guatemala management will consider nepotism/conflict of interest, budget, need for continuity, and residency status in determining successful applications.

**Compensation:**

The Safety and Security Assistant (GS-08) will be compensated in accordance with the Office of Personnel Management (OPM) General Schedule. The successful candidate's salary level will be based on prior job-related experience and salary history. A contractor meeting the definition of a U.S. Resident Hire PSC contained in Section 12, General Provisions, Clause 1, Definitions of the AIDAR, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance and life insurance), allowances, or differentials, including but not limited to travel and transportation, medical, orientation, home leave, etc., unless such individual can demonstrate to the satisfaction of the Contracting Officer that he/she has received similar benefits/allowances from their immediately previous employer in the Cooperating Country, or the Mission Director determines that payment of such benefits would be consistent with the Mission's policy and practice and would be in the best interest of the U.S. Government.

**To Apply:**

All interested and eligible candidates should send completed packages to [Guatemalavacancies@usaid.gov](mailto:Guatemalavacancies@usaid.gov). For an application to be considered complete, the applicant MUST include the one-page summary statement with the advert reference #, position title, and a CV of no more than 4 pages. The completion and submission of the AID 309-2 (Offeror Information for Personal Services Contracts with Individuals) is also required and completes the package.

Failure to comply with these instructions may result in your application being considered "non-responsive" and eliminated from further consideration.

**References:**

Three (3) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application.

**USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO U.S. RESIDENT HIRE PSCs**

- **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions," available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
- **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> will be used for this contract.
- Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

- **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2**

Points of Contact

- Carla Gonzalez (Procurement Agent): [cgonzalez@usaid.gov](mailto:cgonzalez@usaid.gov)
- Esteban Fernandez (Executive Management Specialist): [efernandez@usaid.gov](mailto:efernandez@usaid.gov)

The U.S. Mission in Guatemala provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.